



***Summary Action Minutes***  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

**Wednesday, April 12, 2017**

**(Minutes Subject to Approval at April 26, 2017 Meeting)**

The Civil Service Commission will meet **Wednesday, April 26, 2017** at 4:00 p.m.  
in Room 201 of the Lakeside Plaza Building.

**PRESENT**

Commissioners: **All Present**

Secretary: **K. Mount**

County Counsel: **A. Weddle**

**I. CALLED TO ORDER**

**II. APPROVED THE MINUTES OF MARCH 29, 2017 AS MAILED. 5-0**

**III. PUBLIC COMMENTS:**

Chief Wendy Still from the Probation Department spoke in opposition of Closed Session Item VII.-1.

Nicole Valentine, Attorney with Goyette and Associates, spoke in support of Closed Session Item VII.-1.

Scott Feudale, Deputy County Counsel, spoke in support of Closed Session Item VII.-2.

**IV. APPROVED CONSENT MATTERS - Pages 3 - 6 5-0**

**V. COMMUNICATION(S) No Actions**

**VI. APPEALS (Non-Disciplinary Matters) No Actions**

**VII. CLOSED SESSION – Held for Items VII.-1 and VII.-2.**

1. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2015-23– OAH No. 2015110285 (Probation). 4-1
2. **REPORT AND RECOMMENDATION(S):** Public Employee Discipline/Dismissal/Release – Case No. 2016-19– OAH No. 2016100790 (Sheriff's Office). 5-0
3. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957: (Two cases)
4. **Conference with Legal Counsel – Potential Litigation:** Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9

**VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION:**

**For Closed Session Item VII.-1. by a vote of 4-1 the Commission adopted the Report and Recommendation of the Administrative Law Judge and sustained the modified discipline to a suspension with no back pay or benefits effective April 24, 2017. (Ayes: Booth, Chang, Luna, Lum Noes: Tate)**

**For Closed Session Item VII.-2. The Commission unanimously voted 5-0 to adopt the Report and Recommendation and uphold the termination.**

**IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: None**

**X. ADJOURNMENT 5-0**

#### IV. CONSENT MATTERS - APPROVED

##### A. Hearing Calendar

Correspondence from James Henderson, Attorney from Messing Adam & Jasmine, requesting an appeal hearing for Case No. 2017- 04. Set for hearing.

##### B. Reinstatement Request(s)

1. Karl Enzmann, Deputy Sheriff's Recruit, Sheriff's Office
2. Sylvain D. Gentile, Deputy Sheriff's Recruit, Sheriff's Office
3. Anna Hamilton, Specialist Clerk I, Health Care Services Agency
4. Benjamin Wong, Agricultural and Standards Aide Services-As-Needed, Community Development Agency

##### C. Voluntary Demotion(s)

1. Sandra Huang, Physician IV to Physician III, Health Care Services Agency
2. Sarah Linder, Administrative Secretary to Administrative Specialist I, Health Care Services Agency

##### D. Comparable Transfer(s)

1. Don Edwards, Application Systems Engineer III, Information Technology Department

##### E. Examination Actions – for CSC Meeting of April 12, 2017

Ordered on 3/30/17 promotional-assembled examination:

1. Deferred Compensation Specialist (Promotional), LDF 4/24/17

Ordered on 3/20/17 open-assembled examination:

2. Vector Control Biologist, LDF 4/14/17

Ordered on 3/22/17 open-assembled examination:

3. Clinical Review Specialist Supervisor, LDF 4/17/17
4. Medical Records Technician, LDF 4/17/17

Ordered on 3/29/17 open-assembled examinations:

5. Assistant Chief Probation Officer, LDF 4/24/17
6. Executive Program Coordinator, LDF 4/24/17

Ordered on 3/30/17 open-assembled examination:

7. Administrative Secretary, LDF 4/24/17

Ordered on 3/31/17 open-assembled examinations:

8. Building Official, LDF 4/24/17
9. Supervising Program Specialist (STD Option), LDF 4/25/17

Ordered on 4/3/17 open-assembled examination:

10. Environmental Health Technician, LDF 4/28/17

Ordered on 4/5/17 open-assembled examination:

11. Associate Program Specialist, LDF 5/1/17

**IV. CONSENT MATTERS - APPROVED**

**E. Examination Actions – for CSC Meeting of April 12, 2017 - continued**

Ordered on 4/7/17 open-assembled examination:

- 12. Supervising Clerk II, LDF 5/2/17

Ordered on 4/10/17 open-assembled examinations:

- 13. Adult Protective Services Worker II, LDF 5/5/17
- 14. Field Maintenance Superintendent, LDF 5/5/17
- 15. Water Plant Operator III, Zone 7, LDF 5/5/17

Extended eligible lists:

- 16. Accounting Specialist II, #15-1316-01, terminate on 8/27/17
- 17. Senior Emergency Services Coordinator, LDF 16-8723-01, terminate on 2/28/18
- 18. Division Director, Social Services Agency, #15-6050-01, terminate 1/27/18
- 19. Social Services Program Manager (Promotional), #15-6045-01, terminate on 6/2/18
- 20. Designated the Program/Financial Specialist, #16-0306-01 as an alternate list for Program Specialist.

**F. Eligible Lists**

Created, approved and ordered promulgated:

- 1. Assessment Roll Manager (Promotional), #17-2875-01
- 2. Call Center Representative, Department of Child Support Services, #16-1154-01
- 3. Deputy Director, General Services Agency (Building Maintenance Dept.) #16-0194-02
- 4. Estate Investigator, #16-8500-01
- 5. Environmental Health Maintenance Worker, #16-5647-01
- 6. Junior Engineer, #16-2010-01
- 7. Latent Fingerprint Examiner, #16-8522-01
- 8. Lieutenant (Promotional), #16-8620-02
- 9. Sheriff's Safety Aide, #16-8752-01
- 10. Specialist Clerk II, #16-1129-01
- 11. Supervising Eligibility Technician (Promotional), #16-1473-01

**G. Classification Recommendations - Approved**

Department:	Re:
Health Care Services Agency	1. Reallocate one position of 5383, Mid-Level Practitioner to 0305P, Program Specialist Project (Communicable Disease Specialty) (17-29418).
Social Services Agency	2. Reallocate one position of 0305, Program Specialist to 0306, Program/Financial Specialist (17-29414).

**IV. CONSENT MATTERS - APPROVED**

**H. Specialty Designations - Approved**

<b>Department:</b>	<b>Re:</b>
Health Care Services Agency	1. Remove the specialty designation for one position #310657, job code 6491, Mental Health Specialist II, (Consumer Specialty), effective 4/23/17.

**I. Classification Specifications - Approved**

	<ol style="list-style-type: none"><li>1. Adopt the revised classification specification series of 1866, Application Systems Engineer I and 1867, Application Systems Engineer II.</li><li>2. Adopt the revised classification specification for 1868, Application Systems Engineer III.</li><li>3. Revise and retitle classification specification 6230, Assistant Superintendent to 6230, Assistant Superintendent, Probation.</li><li>4. Adopt the revised classification specification for 2715, Auditor-Appraiser III.</li><li>5. Revise and retitle classification specification 5076, Business Intelligence and Analytics Director, Health Care Services Agency to 5076, Director of Health and Business Data Analytics, Health Care Services Agency.</li><li>6. Adopt the revised classification specification for 0170, Chief Investment Officer, Treasurer's Department.</li><li>7. Adopt the revised classification specification for 9697, Environmental Project Manager.</li><li>8. Recommend that the Board of Supervisors establish the classification of 0159, Investment Specialist and adopt the classification specification.</li></ol>
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**IV. CONSENT MATTERS - APPROVED**

**I. Classification Specifications – continued - Approved**

9. Adopt the revised classification for 5760, Programs Performance Management and Accreditation Director.
10. Revise and retitle classification specification for 6235, Superintendent Juvenile Hall to 6235, Superintendent, Probation.
11. Adopt the revised classification specification for 1856, Web Designer III.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.



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Kathy Mount, Secretary to Civil Service Commission